Capital E OnTV and Museum of Wellington

MUSEUM OF WELLINGTON CITY & SEA
TE WAKA HUIA O NGA TAONGA TUKU IHO

Booking Form

Please complete a separate booking form for each class attending.

School: _____ Teacher's name: _____

Teacher's cell (day of your visit): _____ **Teacher's email:** _____

School phone: _____ Fax: _____

School address: _____

What is the best way to contact you? _____

Preferred date: _____ 2nd choice: _____

Session timing: Arrival time is 10 minutes prior to session start time.
Museum of Wellington: 9:30 – 11.30am.
Lunch break and walk to Capital E: 11.30am – 12.00pm.
OnTV Studio: 12:00pm – 2.30pm.
Class level (please circle): Year 4 Year 5 Year 6 Year 7 Year 8

Class choice(please circle): Time Watch (Year 4+) OR Wahine Experience (Year 6+)

*Please note: Minimum number allowed is 14 students. Maximum number is: 32 students.

Number of students*: _____ Number of Teachers _____ (free)
Number of adults (a maximum of 3 will be admitted free of charge) Free: _____ Paying: _____
Special needs or requests: _____
Payment cannot be accepted on the day. Capital E will send an invoice for OnTV and Museum of Wellington after your visit. The cost per student is $10.50(Wellington Schools) or $13.00(outside of Wellington). Teachers and up to three parent helpers are admitted for free. Additional adults pay the student rate. NB: OnTV has a minimum session charge of $150. Written confirmation will be sent within 7 days. If your booking is cancelled less than 21 days prior to your visit, a cancellation fee of $75.00 will be charged. A cancellation received within 7 days of the visit will incur a $150.00 charge.

Teacher resource materials and further information can be found on our website. www.capitale.org.nz
You will be sent the resource information that you need for your chosen programme.

If you have any queries you may contact:
Capital E Booking Coordinator Ph: (04) 913 3742 capitalebookings@wmt.org.nz
Capital E OnTV Coordinator Ph: (04) 913 3732 ontv@wmt.org.nz
James Dickson, Museum of Wellington Ph: (04) 496 1943 james.dickson@wmt.org.nz

Please complete this form, keep the original and fax it to Capital E on: Fax (04) 913 3735
Capital E will book your Museum of Wellington programme for you.

The Museum of Wellington and Capital E are managed by the Wellington Museums Trust
with major funding support from the Wellington City Council.

CAPITAL E OFFICE USE ONLY – Website

Booking Received: MOWCAS & Capital E Confirmation Sent:: Resources Sent:: V:No09